

04300440(C)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

04/04

Revised

TITLE: SENIOR ACCOUNT CLERK

DEFINITION

Under general supervision, to supervise and participate in the maintenance of financial records; to prepare regular and special reports; and to do related work as required.

REPORTS TO: Senior Accounting Technician

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Accounting Technician.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Supervise and participate in the preparation of payroll, accounts payable, and control and account verification for a centralized accounting system.
- Supervise and participate in the assignment of appropriate billing rates for utility and other municipal services; make adjustments and corrections on accounts.
- Assist in the preparation of regular and special payrolls; audit time cards; process payroll deductions; maintain employee payroll, insurance and retirement records.
- Prepare financial and statistical reports.
- Post receipts, disbursement and journal entries to general ledger and subsidiary journals; make trial balances.
- Audit cash receipts, reconcile cash receipts with financial reports.
- Verify account code distribution.
- Maintain subsidiary special assessment ledgers.
- Process all accounts payable; encumber all purchase orders; audit account payable warrants/checks.
- Coordinate accounting activities with other City departments, divisions and sections.
- Supervise, train, and evaluate subordinates.
- May utilize a micro or mini-computer to carry out assigned clerical functions.

QUALIFICATIONS

Knowledge of:

- Principles and practices of bookkeeping.
- Modern office methods, practices, and equipment.
- Principles of supervision, training and performance evaluation.

Ability to:

- Prepare a variety of regular and special financial and statistical reports.
- Make arithmetic calculations accurately and rapidly.
- Operate a computer CRT terminal, calculating machines and other common office equipment.
- Supervise, train and evaluate assigned staff.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of twelfth grade, including or supplemented by courses in bookkeeping.

Experience: Three years experience in the maintaining of financial and accounting records.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Account Clerk

TO: Accounting Technician